

PLANNING AND ZONING COMMISSION
MEMORANDUM

February 5, 2009



Proposed Amendments to Planning and Zoning Commission Bylaws

A few months ago, the Planning and Zoning Commission directed city staff to draft amendments to the Commission's bylaws, specifically regarding procedures on voting and official action. The attached draft addresses those issues. After reviewing the bylaws, staff suggests some additional minor amendments. Specifically, the attached draft bylaws include the following changes:

- Article 4 – added the requirement that the Commission adopt a meeting calendar for each year and added a paragraph about posting meeting agendas;
- Article 7 – changed the order of paragraphs slightly and removed verbiage;
- Article 11 – added language to clarify what constitutes an official action of the Commission, specifically in the event of a tie vote;
- Article 12 – added language regarding which rules control the conduct of meetings; and
- Article 13 – added language regarding the filing of bylaws.

In addition, terms like “Chairman” were replaced with the more politically correct “Chairperson”, staff titles were adjusted where referenced, and some minor grammatical errors were corrected.

The proposed amendments to the bylaws are scheduled for discussion and direction to staff during the Commission's workshop meeting on February 5, 2009 and for possible adoption on the regular meeting agenda that same night.